

Audit and Governance Panel

Agenda Item No. 4

Action Log

No	Date of Meeting	Issue	Actions	Assigned/ Re-assigned to	Update	Completed
1.	6 December 2023	Treasury Management and Investment Strategy Mid-Year Report 2023/24	Briefing Session to be organised to help Members understand the work of the Treasury Management Team	Head of Finance, ICT and Procurement	Members briefing scheduled for 7 th February 2024	NO

Audit and Governance Panel

Work Programme 2023

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
1.	Best Value Action Plan 2023 – Progress Update	Report to this Panel	Director of Strategic Change and Communities	24 January 2024 (Quarterly)	Report to this Panel
2.	External Audit Reports – Progress to 31 December 2023	Report to Panel	Head of Finance, ICT and Procurement	24 January 2024 (Quarterly)	Report to this Panel
3.	Internal Audit - Progress Report (i) Progress of Annual Internal Audit Plan 2022/23 (ii) Progress of the Annual Internal Audit Plan 2023/24 (iii) Implementation of Internal Audit Action Plans (iv) Quality Assurance and Improvement Programme Update	Report to Panel	Chief Internal Auditor	22 February 2024 (progress reported quarterly)	Work in Progress - scheduled for February 2024 meeting
4.	Treasury Management and Investment Strategy Quarter 3 Report 2023/24	Report to Panel	Head of Finance, ICT and Procurement	22 February 2024 (Quarterly)	Work in Progress - scheduled for February 2024 meeting

Audit and Governance Panel

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
5.	Annual Audit Plan 2023/24	Report to Panel	Head of Finance, ICT and Procurement	20 March 2024 (Yearly)	Discussions due to commence with External Audit
6.	Annual Internal Audit Plan 2024/25	Report to Panel	Chief Internal Auditor	20 March 2024 (Yearly)	Initial work commenced
7.	Strategic Risk Management	Report to this Panel	Head of Legal and Regulatory Services	20 March 2024 (Biannually)	Initial work commenced
8.	Annual Accounts 2023/24	Report to this Panel	Head of Finance, ICT and Procurement	June 2024 (Yearly)	Not yet started
9.	Delivering Good Governance – 2023/24 Assessment	Report to Panel	Head of Legal and Regulatory Services	June 2024 (Yearly)	Not yet started
10.	Internal Audit Annual Report 2023/24	Report to Panel	Chief Internal Auditor	June 2024 (progress reported quarterly)	Not yet started
11.	Corporate Fraud Team - Activity Report and National Fraud Initiative Update	Report to this Panel	Chief Internal Auditor	May 2024 (Biannually)	Not yet started
12.	Treasury Management Annual Report 2023/24	Report to Panel	Head of Finance, ICT and Procurement	June 2024 (Annually)	Not yet started

Audit and Governance Panel

No	Issue	Actions	Assigned To	Due Date To Panel	Latest update
13.	Internal Audit Annual Update Report – Integration Joint Board (IJB) Performance and Audit Committee (PAC)	Report to Panel	Chief Internal Auditor	September 2024 (Annually)	Not yet started
14.	Accounts Commission Annual Report 2022/23	Report to this Panel	Head of Finance, ICT and Procurement	October 2024 (Annually)	Not yet started
15.	Internal Audit Plan 2023/24 – Midyear Review	Report to this Panel	Chief Internal Auditor	November 2024 (Annually)	Not yet started
16.	Audit and Governance Panel – 2024 Annual Self-Assessment Outcome	Report to Panel	Head of Finance and ICT and Head of Legal and Regulatory Services	December 2024 (Annually)	Not yet started